

ADMISSIONS COUNSELLOR

We invite applications for the position of Admissions Counsellor in the Registrar's Office. This is a full-time, continuing position.

Reporting to the Associate Registrar-Recruitment & Admissions, the Admissions Counsellor works as part of a team in representing the University to secondary school students, parents, guidance counsellors, and businesses for the purpose of recruiting students to the University. This will involve extensive travel as well as regular presentations to groups and to individuals. He/she counsels students and their parents on the admission process and the University in general. The Admissions Counsellor also assesses students for admission to the University and for entrance scholarships, prepares related reports and assists with associated programs and materials.

Further information about the position can be found on our web site at www.mta.ca/employment.

A university degree is required with at least one year of admissions, public relations, marketing or other related experience. The successful

candidate will have excellent communication skills, including public speaking experience, and will work well independently and with others. Proficiency in Microsoft Office, presentation software, and a familiarity with databases are required. He/she will have excellent organizational skills, the ability to multi-task in a busy, often noisy environment. The successful candidate must be able to work flexible hours and travel extensively as necessary. He/she must have a valid driver's license and be able to travel internationally as required. Knowledge of University student recruitment and admissions procedures, as well as the ability to communicate in both official languages would be a definite asset.

If you are interested in the challenges and opportunities that this position has to offer, please forward your application on or before July 9, 2010 to: Human Resources Department Mount Allison University 65 York Street, Sackville, NB E4L 1E4 Fax: (506) 364-2385, Email: hr@mta.ca

Mount Allison
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*We thank all applicants for their interest; however, only those selected for an interview will be contacted.
Visit our web site at www.mta.ca/employment for other employment opportunities at Mount Allison University or to register to receive email notification of new opportunities.*